

21 FEB 1955  
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AGENDA

FOR THE

CIA CAREER COUNCIL

7th Meeting, Thursday, 24 February 1955 at 4:00 P. M.  
DCI Conference Room, Administration Building

1. Minutes of the 6th meeting; (attached) for approval.
2. Oral report by the Chairman on the status of
  - a. One step promotion policy
  - b. Reporting procedure for Component Career Boards
  - c. Clarification of overtime policy
  - d. Procedure concerning distribution and classification of Personnel Actions
  - ✓ e. Financial assistance (welfare) to employees
  - f. Fitness Report studies.
3. Report (with briefs) on Applications for Department of Defense Colleges, dated 15 February 1955; (attached) for selection of candidates.
4. Career Development position for [ ] (OTR) to be detailed to ONE; (oral presentation) for approval.
5. "Program for Career Development of Junior Personnel," dated 26 January 1955; (attached) for discussion.
6. "Notification of Membership in the Career Staff of the Central Intelligence Agency"; (Form 511, attached) for information.
7. \* "Staff Study on Decoration for Non-CIA Personnel," dated 9 February 1955; (attached) for approval.
8. New business.

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*Called  
talked*

*su*

*\* See Item 6, Agenda for 11th  
Career Council Meeting, 13 Feb 56.*

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MINUTES

OF THE

CIA CAREER COUNCIL

6th Meeting, Tuesday, 21 December 1954, at 4:00 P. M.  
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, AD/P, Chairman  
Matthew Baird, D/TR, Member

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[REDACTED] COPS-DD/P, Alt. for DD/P, Member

Lyman B. Kirkpatrick, IQ, Member

H. Gates Lloyd, ADD/A, Alt. for DD/A, Member

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[REDACTED] AD/CO, Member

SA/DD/I, Alt. for DD/I, Member

Executive Secretary

Office of the General Counsel - Guest

Office of the Comptroller - Guest

Office of Personnel - Guest

Reporter

1. The minutes of the 5th meeting of the Career Council were approved as distributed.

25X1A 2. The first item for discussion was that of the desirability of a uniform policy for the payment of overtime in the senior grades. It was pointed out that [REDACTED] of 22 October 1954 had been the subject of rather broad interpretation in various Agency components, and that individual Office policies created to implement the Notice varied to a considerable degree. It was agreed that uniform treatment of the overtime question was in the best interests of employee morale, but it was recognized that there should be no absolute limitations, other than the availability of funds, since requirements levied on personnel in certain areas of the Agency in regard to overtime work varied considerably. The Council unanimously agreed that

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a. the present Agency policy be reaffirmed in regard to the granting of compensatory time off instead of overtime pay for those personnel GS-11 and above who are required to work overtime [REDACTED]

b. a clarifying notice should be issued which would provide supplementary interpretation of this policy, and that such clarification follow in general the implementing instructions presently in force in the Deputy Director/Plans area. This is:

"If the individual [GS-11 and above] is in an essential position, cannot use annual leave that he has already accrued, and, therefore, would not be able to use compensatory leave, payment for overtime will be authorized by the approving authority (the Chief of a Senior Staff or Area Division). If, however, he would be able to make use of compensatory leave, the authorization for payment of overtime will generally not be given."

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c. exception should be provided for those specific activities that require continued or intermittent overtime when the granting of compensatory time off would have adverse effect upon the efficiency of the operations.

In connection with the overall problem of overtime, and the need therefor, it was pointed out that in a soundly managed organization, the only overtime that would be justified would be in instances of emergency, and that chronic use of overtime was evidence of either an inadequate T/O or of poor management of the existing workload. It was agreed that the workload should be accomplished in the normal working day, but that at present this is not always possible.

3. The Council then turned to the next item on the Agenda, that of the classification of the application for membership in the Career Staff and of the notification of acceptance of membership. It was agreed that the application was an unclassified document, but that, once signed, it should be classified SECRET. It was also agreed that any notification of acceptance in the Career Staff would likewise be classified. Further, the Council agreed that the question of classification of all personnel documents, and of overt recognition of Agency affiliation for Headquarters personnel and in certain field installations (i.e., in [redacted] should be re-examined especially since prevailing outside knowledge and opinion concerning CIA activities has shifted in recent years. The Chairman stated that he would take action in this area in line with the Council's discussion.

4. The next subject for discussion was that of legislation for Career Service. Mr. Kirkpatrick outlined the general progress since approval of the Legislative Task Force Report last spring. [redacted] reviewed the various proposals of the Administration, especially the so-called DuFlon bill, that had a bearing on the matter, and described the preparation of alternative methods of implementing the program submission of which, to the Bureau of the Budget and to the Congress, depended in large part on the reception accorded the Administration's proposals. The Council reaffirmed the recommendations of the Legislative Task Force and requested that legislation be prepared on those portions of the program not covered by pending proposals that apply to the government generally.

5. The meeting adjourned at 5:10 P. M.

[redacted]

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Executive Secretary

MINUTES  
6th Meeting

21 Dec. '54

Para. 4

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Date: Feb. 15, 1955

TO : CIA Career Council  
 FROM : Chairman, Selection Panel  
 SUBJECT: Report of Panel to Review Applications for  
 Department of Defense Colleges

1. The applications of candidates for the five senior Department of Defense Colleges were considered by a panel convened in the Conference Room, [ ] on the afternoon of 14 February 1955 to recommend those deemed best qualified to the CIA Career Council. Members of the Panel were:

Mr. Matthew Baird, Chairman

2. Panel representatives agreed to nominate from major Agency components up to three principal candidates for each of the Department of Defense Colleges. The Panel recommended that the Career Council consider selection for 1955-56 from the following lists:

a. For the National War College (Agency quota: 3)

<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>
[ ]		

b. For the Industrial College of the Armed Forces (Agency quota: 1)

<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>
1. [ ]	None	1. [ ]
2. [ ]		

c. For the Army War College (Agency quota: 2)

<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>
1. [ ]	None	1. [ ]
2. [ ]		
3. [ ]		

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d. For the Naval War College (Agency quota: 1)

25X1A9a *delect* DD/I 1. [ ] 2. [ ] DD/P None DD/S 1. [ ] 25X1A9a

e. For the Air War College (Agency quota: 1)

25X1A9a DD/I [ ] DD/P None DD/S 1. [ ] 25X1A9a

3. Of the 14 candidates for the National War College, the Panel deemed these as best qualified in the rank order as indicated:

25X1A9a *1st choice* 1. [ ] 1. [ ] ( tie  
2. [ ]  
3. [ ]  
4. [ ]  
5. [ ]  
*alt.*

25X1A9a 4. The original applications, plus twelve sets of qualifications briefs on candidates, are forwarded. The papers requesting a Career Development Slot for [ ] are attached to his application for the National War College. All Training Request Forms, and supporting endorsements or transmittal sheets attached, should be returned to the Language and External Training School office, Room 2129 I Building.

/s/ Matthew Baird  
MATTHEW BAIRD  
Director of Training

Panel Members:

25X1A9a /s/ [ ]  
Representative of DD/I

25X1A9a /s/ [ ]  
Representative of DD/P

25X1A9a /s/ [ ]  
Representative of DD/S

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RELATION OF REQUESTED TRAINING TO CURRENT OR PROSPECTIVE DUTY ASSIGNMENT

"The candidate on his return will be rotated to one of the top staff positions in O/NE. He will profit from his experience at the War College by being better able to gear national intelligence estimates to the needs of the NSC, as a result of his having: (a) broadened his knowledge of the major strategic, military, economic and political problems facing the US; (b) acquired broader perspective bearing on the production of national intelligence; (c) increased the number of key personal contacts in other agencies with whom a continuing contact will facilitate inter-departmental cooperation for years to come; (d) seen what contribution intelligence can make to policy, and make his own contribution on the basis of his own experience. Equally important NWC experience would also broaden senior O/NE staff member's qualifications for rotation to senior intelligence posts elsewhere in the DD/I complex or with DD/P."

OTHER PERTINENT INFORMATION

Approved by O/NE Career Board as first choice of two office candidates.  
Approved by DD/I.

For academic years 1953-54 and 1954-55, was not selected by CIA Career Council as a candidate for the National War College.

Applicant lists following books and articles:

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C O P Y

C O P Y

26 January 1955

MEMORANDUM FOR: CIA CAREER COUNCIL

SUBJECT: Program for Career Development of Junior Personnel

25X1A REFERENCE:   Program for Career Development  
of Junior Personnel, dated 26 May 1954

1. After the selection of the first candidates to participate in the program prescribed by the above Notice, the Committee for Career Development considers it appropriate to apprise the Career Council of the progress of the program to date.

2. Subsequent to the publication of subject Notice, the Assistant Director for Personnel and the Director of Training entered into an agreement concerning procedures required in implementing the Notice. In addition, it was mutually agreed by the undersigned and the Deputy Director for Administration that, on 16 December 1954, the positions to be encumbered by the Junior Career Development participants would be included in the Office of Personnel T/O instead of that of the Office of Training. Administrative responsibility for this Program (as well as for the 40 Career Development positions) is now vested in the Office of Personnel.

3. Application forms for the Junior Career Development Program were printed and distributed during the month of July 1954. By the end of November 1954, a total of only 15 applications had been received by the Office of Personnel. These applications were processed in accordance with procedures previously established and involved a very thorough qualitative examination of each applicant, including a personal interview and assessment by the Assessment & Evaluation Staff (OTR), if appropriate. Only 8 individuals were scheduled for assessment. A final evaluation was made, based on all the data, including assessment results, and on 12 January 1955 the Committee met and selected two individuals for participation in the Program. Career plans are currently being developed for these two individuals.

4. The Committee is frankly disappointed in the quality of candidates in the first group of applicants. It is obvious that either the Agency components are not nominating their best people or that the most promising individuals are not being encouraged to apply. The underlying purpose of the program is to identify executive potential and to develop such individuals as systematically and effectively as possible in the best interests of this Agency. If the program is to succeed, responsible officials of the Agency should make certain that the very best employees under their jurisdiction are encouraged to apply.

5. The Committee welcomes discussion concerning the points raised in Paragraph 4 above, as well as suggestions relative to means of encouraging better qualified persons to make application for the program.

/s/

/s/

Matthew Arnold  
Director of Training

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Assistant Director for Personnel

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NOTIFICATION OF MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTELLIGENCE AGENCY

NAME	EFFECTIVE DATE	SERVICE DESIGN.	COMPONENT
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IT IS MY PLEASURE TO INFORM YOU THAT YOUR APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTELLIGENCE AGENCY HAS BEEN ACCEPTED, ON BEHALF OF THE DIRECTOR OF CENTRAL INTELLIGENCE, BY THE CIA SELECTION BOARD. YOUR ATTENTION IS INVITED TO THE SECURITY CLASSIFICATION OF THIS NOTIFICATION AND TO THE FACT THAT INFORMATION CONCERNING YOUR MEMBERSHIP IN THE CAREER STAFF IS FOR CIA INTERNAL USE ONLY.

PLEASE INDICATE RECEIPT OF THIS NOTIFICATION BY SIGNING IN THE SPACE PROVIDED BELOW AND RETURN IT TO THE HEAD OF YOUR CAREER SERVICE WHO WILL FORWARD IT TO THE EXECUTIVE DIRECTOR OF THE CIA SELECTION BOARD.

NOTED:

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HARRISON G. REYNOLDS  
CHAIRMAN, CIA SELECTION BOARD

FORM NO. 511  
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9 February 1955

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Staff Study on Decorations for Non-CIA Personnel

1. The attached staff study has been prepared by the Honor Awards Board, in response to a request by the Director for a policy paper on the award of intelligence decorations to personnel of other departments and agencies.

2. This problem arose initially in connection with project FBSUCCESS when the suggestion was made to the Board that the Legion of Merit be awarded [redacted]. The Board pointed out that civilians are not eligible for award of the Legion of Merit. Subsequently, suggestions were made that the National Security Medal be awarded to the [redacted] or, in lieu thereof, that a CIA Medal be awarded him.

3. The Board expressed to the Deputy Director the opinion [redacted]

This suggestion engendered the request for a more comprehensive study of the matter.

4. It is suggested that this staff study be submitted to the CIA Career Council for review since the recommended policy may affect all components of the Agency.

/s/

[redacted]  
Chairman, CIA Honor Awards Board

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TO: Director of Central Intelligence

9 February 1955

SUBJECT: Staff Study on Intelligence Decorations

1. PROBLEM:

To establish policy regarding award by CIA of intelligence decorations to personnel of other U. S. Government Departments and Agencies.

2. FACTS BEARING ON THE PROBLEM:

- a. The purpose of most awards programs is recognition of outstanding performance. Such recognition usually includes public announcement and tangible evidence of the award.
- b. Within CIA recognition must be adjusted to security requirements. To accomplish this the four CIA decorations were created to recognize outstanding performance by CIA personnel in the intelligence field. The National Security Medal and the Medal of Freedom may also be awarded for such service in accordance with the governing Executive Orders.
- c. Military and Foreign Service personnel may also warrant recognition for service performed for CIA. For military personnel the practice of CIA has been to recommend to the parent service the award of a military decoration on the assumption that such decorations are of greater value career-wise for these personnel than are CIA decorations. Further, when such action is taken, public recognition presents a lesser security problem. A secure channel has been established to allow for oral presentations by CIA representatives to military awards boards.

d.

3.

a.

b.

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- c. The intelligence connotation attached to the National Security Medal would categorize it with CIA decorations in the situations outlined above. No such connotation is attached to the Medal of Freedom.
4. CONCLUSIONS:
- a. That CIA Honor Awards be reserved for CIA personnel, and that such awards should not be made to personnel of other agencies.
- b. That the present method of recommending military decorations for military personnel detailed to CIA is sound.
- c. That, as required, CIA develop liaison similar to that existing with the Department of Defense with other agencies for the purpose of obtaining recognition for personnel cooperating with (or detailed to) CIA.
- d. That existence of such liaison should not preclude CIA from awarding CIA decorations to detailed personnel if parent agency action is deemed inappropriate.
5. RECOMMENDATIONS:
- a. That it shall be the general policy of CIA to award CIA decorations for service in the intelligence field only to CIA personnel.
- b. That such service performed by personnel of other agencies in cooperation with or in support of CIA shall be recognized by a recommendation to the parent agency for the award of an appropriate decoration and that channels be established for such action.
- c. That when action as outlined in b. is inadvisable, it shall be the policy to consider award of CIA decorations for outstanding service by personnel detailed to CIA (both military and civilian).
- d. That CIA will not recommend awards of the National Security Medal to Personnel of other government departments and agencies in those cases where the intelligence connotation of such awards would be damaging.

/s/

Chairman,  
CIA Honor Awards Board

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Concur:

Approve:

Chairman, CIA Career Council

Director of Central Intelligence

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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